



JOINT INTELLIGENCE STUDY PUBLISHING BOARD

3806 MUNITIONS BUILDING

WASHINGTON 25, D. C.

30 March 1944

MEMORANDUM TO MEMBERS OF THE BOARD, JISPB

Subject: Editorial Policy.

1. It is recommended that the Board establish the policy that if a board member is responsible for the editing of a particular chapter, he will personally transmit his suggestions and corrections to the editor who is responsible for the actual editing of the chapter. By keeping in close contact with the editorial personnel as the work progresses, the ideas and views of the board member can be carried out. Such a procedure should result in the final edited production being approved immediately when presented to the Board for final approval. It would also simplify corrections and eliminate the possibility of reworking the entire chapter in order to conform with the views of the board member.

2. Present war conditions are such that speed is a primary consideration in publication of Janis. Editorial work on specific chapters embodying technical information therefore should be limited to ascertaining that the material is presented in conformity with the Outline Guide, any variance with similar material in other chapters has been corrected, the English is moderately correct and brief, proper references are made to Figures and Illustrations, and other such similar operations.

3. Minute and painstaking editing of the work completed by the contributing agencies is not always feasible. Since the contributor is held responsible for the factual content of the chapter, his rendition of the material should be used, or corrected by him if obviously in error. There is neither time nor necessity to carry out a textbook type of editorial work in a publication such as JANIS.

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Chairman, J.I.S.P.B.